

# Retention and Classification Report

**Agency:** Box Elder County School District (Utah). Payroll Office (2616)

960 S Main Street  
Brigham City, UT 84302  
435-734-4800

**Records Officer** Rodney Cook

14676	Payroll absence report record
14672	Payroll absence summary report
14674	Payroll correspondence file
14678	Payroll deduction annuity authorization file
14679	Payroll deduction authorization files
14677	Payroll five year leave data sheet
14680	Payroll garnishments
14746	Payroll income tax exemptions and withholding files
14759	Payroll monthly payroll deduction billings
09661	Payroll register
14751	Payroll retirement reports
14755	Payroll taxable wage and earning reports
14673	Payroll voucher
14671	Personnel action records

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14676

3

**TITLE:** Payroll absence report record

**DATES:** 1960-

**ARRANGEMENT:** Chronological, thereunder by employee name.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Monthly form submitted by contracted employees to Payroll on absences then entered into computer system and the payroll book, used to create five year leave summary. Includes employee name, date, pay period, date absence, substitute employed, day equivalent, code, total days absent, reason for absence (sick, vacation, jury duty, etc), number of days, employee's signature and social security number certifying the information is true and correct, and principal/supervisor's signature.

**RETENTION:**

Retain Retain in Office for 3 years years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14676

**TITLE:** Payroll absence report record

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the payroll office.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. social security number, reasons for absence,

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14672

3

**TITLE:** Payroll absence summary report

**DATES:** 1960-

**ARRANGEMENT:** Chronological, thereunder alphabetical by school

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Summary report on leave taken by contracted professional and classified personnel submitted on or before the 5th of each month authorizing payments for services rendered. Includes school, period covered, days absent, number of days, name of absent employee, reason for absence, name of substitute, signature and title.

**RETENTION:**

Retain 3 years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district payroll office.

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14672

**TITLE:** Payroll absence summary report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. reasons for absence

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14674

3

**TITLE:** Payroll correspondence file

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Payroll correspondence including letters from business administrator to retiring district employees on final payments for unused sick leave. The letters include employee name, how bases were computed, and number days computed. The official copy is retained in the employees personnel file.

**RETENTION:**

Retain 3 years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the payroll office.

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14674

**TITLE:** Payroll correspondence file

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14678

3

**TITLE:** Payroll deduction annuity authorization file

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Employee authorizations for payroll deductions for tax shelters.  
Includes employees signed request to have tax sheltered annuity withheld for various 403B and 401K companies.

**RETENTION:**

Retain Retain in Office for 2 years after retirement and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after retirement and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the payroll office.



**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14678

**TITLE:** Payroll deduction annuity authorization file

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14679

3

**TITLE:** Payroll deduction authorization files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by deduction code

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Employee authorizations for payroll deductions for various voluntary (nontax savings) deductions such as credit union payments or savings plans, life insurance, association dues, etc., used to provide proof to auditors that employee approved deductions. Includes signed authorizations.

**RETENTION:**

Retain Retain in Office for 5 years after employee changes or rescinds authorization and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after employee changes or rescinds authorization and then destroy.

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14679

**TITLE:** Payroll deduction authorization files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14677

3

**TITLE:** Payroll five year leave data sheet

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Five year-record of all leave taken by district employees. Includes social security number, employee name, marital status, telephone number, birthdate, department name, date started, school, beginning contract salary, amount of sick and other leave taken by year and month.

**RETENTION:**

Retain 5 years or until employment separation and then file in personnel files.

**DISPOSITION:**

.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until employment separation and then file in personnel files.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district.

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14677

**TITLE:** Payroll five year leave data sheet

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14680

3

**TITLE:** Payroll garnishments

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Garnishments or levies for debts owed by school district employees and attached to employees earnings. Includes

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/14/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of garnishment and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14746

3

**TITLE:** Payroll income tax exemptions and withholding files

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain forms for individual employees exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/14/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after superseded or termination of employee and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14759

3

**TITLE:** Payroll monthly payroll deduction billings

**DATES:** ca. 1965-

**ARRANGEMENT:** Chronological, thereunder alphabetical by company name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Deduction letters from insurance companies attached to payroll listing employees enrolled in optional deductions for specialized insurance, serve as insurance billing. Includes billings and deduction sheet.

**RETENTION:**

Retain 4 years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the payroll office.



**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14759

**TITLE:** Payroll monthly payroll deduction billings

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 9661

3

**TITLE:** Payroll register

**DATES:** ca. 1940-

**ARRANGEMENT:** Numerical by location code, thereunder alphabetical by surname

**ANNUAL ACCUMULATION:** 39.00 cubic feet.

**DESCRIPTION:**

This register provides a complete record of the payment of all district employees. The first registers were books with handwritten notations. In 1960, the register became computerized. It is printed semi-monthly. Classified and certified employees are paid monthly. The district is on the Office of Education's computer system. This report includes the location code, name of employee, marital status, number of exemptions, pay status, phone number, check number, social security number, regular rate, regular hourly rate, other rate, other hours, other earnings, current pay, deductions (federal and state taxes, FICA, retirement, insurance), and net pay.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1940 through 1980. Retain in Office for 53 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1940 through 1981. Retain in State Records Center for 53 years and then destroy.

Microfilm duplicate: Retain in Office for 53 years and then destroy.

Paper: For records beginning in 1980 and continuing to the present. Retain in Office for 3 years and then destroy.

Computer output microfiche master: Retain in State Records Center

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 9661

**TITLE:** Payroll register

(continued)

for 53 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 53 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district's accountant. The Payroll Register is the district's only record of payments to its employees. Since they do not maintain a separate Employee Payroll History, the payroll register is maintained longer than the traditional 7 years. The register is essential for retirement purposes.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14751

3

**TITLE:** Payroll retirement reports

**DATES:** 1960-

**ARRANGEMENT:** Numerical by social security number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Monthly report sent to State Retirement on amounts contributed to retirement system, used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

**RETENTION:**

Retain 3 years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the payroll office.

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14751

**TITLE:** Payroll retirement reports

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14755

3

**TITLE:** Payroll taxable wage and earning reports

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The files contain records on individual employee's income taxes. Include returns on income taxes such as Internal Revenue Service (IRS) Form W-2, reports of withheld federal taxes, such as IRS W-3 with related papers, and reports related to income and social security taxes.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/14/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14755

**TITLE:** Payroll taxable wage and earning reports

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14673

3

**TITLE:** Payroll voucher

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Report form submitted by contracted and noncontacted employees before the fifth of each month authorizing payments for services rendered over and above their regular contract.(e.g., extended career ladder days, substitute pay, supervision of facilities, adult education classes taught). Includes social security number, employee name and address, date, budget number, and a listing of days and hours, services rendered where and for whom, pay rate per day/hour, amount due, approval signatures of principal and supervisor/director, and signature of claimant certifying amounts are accurate.

**RETENTION:**

Retain 3 years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.



**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14673

**TITLE:** Payroll voucher

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the office.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. date, number of days or hours worked, services rendered,  
pay per day

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14671

3

**TITLE:** Personnel action records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Forms used to make corrections to payroll submitted by other district departments and schools. Includes date, name, school, address, telephone number, social security number, and sections for adding applicable information on new employees, any salary adjustment, and terminating employee.

**RETENTION:**

Retain 3 years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the Personnel Office.

**AGENCY:** Box Elder County School District (Utah). Payroll Office

**SERIES:** 14671

**TITLE:** Personnel action records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)